



Mountain Line

**(Northern Arizona Intergovernmental Public
Transportation Authority)**

3773 N. Kaspar Dr., Flagstaff, AZ 86004

(928) 679-8900

www.mountainline.az.gov

REQUEST FOR PROPOSALS

RFP No. 2025-190

for

DCC Audio Visual Equipment and Installation

Due Date & Time

February 14, 2025

2:00 PM, AZ Time

RFP No. 2025-190

DCC Audio Visual Equipment and Installation

RFP ISSUANCE DATE: January 22, 2025

SUBMITTAL DUE DATE AND TIME: February 14, 2025, at 2:00 PM AZ time

SUBMITTAL LOCATION: Electronically,
purchasing@mountainline.az.gov

PRE-SUBMITTAL MEETING: A Pre-Submittal Meeting will be held January 30, 2025, at 1:00 PM AZ via Zoom.

ONE-STEP PROCESS: This is a one-step solicitation. The successful Respondent, if any, will be selected at the end of the RFP process.

QUESTIONS: All questions must be submitted **via email only** by 5:00 PM, February 3, 2025. Answers to questions and other clarifications will be in the final Addenda issued through Mountain Line Website.

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**SECTION I: LEGAL ADVERTISEMENT
FOR MOUNTAIN LINE RFP 2025-190, DCC AUDIO VISUAL EQUIPMENT AND INSTALLATION**

Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona (“Mountain Line”) is seeking a qualified Respondent for Audio Visual Equipment and Installation in the Mountain Line Downtown Connection Center (DCC).

If your firm is interested in being considered for this project, you may obtain a copy of the Request for Proposals (“RFP”) packet at the Mountain Line website: <https://mountainline.az.gov/services-programs/purchasing/>.

Any/all associated addenda for this RFP will be available at the Mountain Line website: <https://mountainline.az.gov/services-programs/purchasing/>. The Respondent bears sole responsibility to check the website for any/all addenda. Mountain Line will not email or send out copies or notifications of any/all addenda(s).

A pre-submittal conference will be held via Zoom January 30, 2025 at 1:00 PM AZ. The link will be posted to the Mountain Line website at <https://mountainline.az.gov/services-programs/purchasing/>

This is a one-step solicitation. The successful Respondent, if any, will be selected and recommended to the appropriate Mountain Line Board of Directors for Award. No contract shall exist until properly and formally approved for Award and fully executed by the Respondent and the properly authorized Mountain Line signatory.

Sealed Responses to this RFP (“Responses”) will be received electronically with the RFP name and RFP number clearly marked in the subject line at the following address until the date and time set forth below:

Due Date and Time: February 14, 2025, at 2:00 PM AZ.

purchasing@mountainline.az.gov

A public opening will be held via Zoom. The link will be posted to the Mountain Line website at <https://mountainline.az.gov/services-programs/purchasing/>. Persons interested in attending the public opening are encouraged to check the Mountain Line website regularly for updates. Responses received by the correct time and date shall be opened and only the name of the Respondents shall be publicly read. All other information contained in the Response shall remain confidential until award is made. All Submittals received after the time stated in the RFP will not be considered and will be returned to the Respondent unopened. Respondent assumes responsibility for having their Response deposited on time at the place specified.

This announcement does not commit Mountain Line to award a contract and Mountain Line shall not reimburse any Respondent for any costs incurred in the preparation of a response. Mountain Line reserves the right to accept or reject, in whole or in part, any or all responses submitted and/or to cancel this announcement and/or RFP. Mountain Line reserves the right to waive any informality or irregularity in any Responses received and to be the sole judge of the merits of the respective Responses received. Any contract awarded shall be based upon the response determined by Mountain Line most advantageous to Mountain Line. No contract shall exist unless and until properly executed by Mountain Line, including formal approval by Mountain Line Board when required. The Mountain Line’s Purchasing Policy (“Purchasing Policy”) governs this procurement and is incorporated into the RFP by this reference. If there is any conflict between this advertisement and the terms of the RFP or any applicable code or statute, the RFP, code and/or statute shall prevail over this advertisement.

**RESPONDENTS ARE STRONGLY ENCOURAGED TO
CAREFULLY READ THE ENTIRE RFP.**

SECTION II: PROCUREMENT SCHEDULE

Procurement Schedule for this RFP (all dates are approximate) and may be changed by Addendum:

- | | |
|--------------------------------|---|
| A. RFP issued | Date set forth on Page 2 of this RFP |
| B. Pre-submittal meeting | Date and time set forth on Page 2 of this RFP |
| C. Questions due to Purchasing | Date and time set forth on Page 2 of this RFP |
| D. Response due | Date and time set forth on Page 2 of this RFP |

SECTION III: INSTRUCTIONS TO RESPONDENTS

INSTRUCTION 1: DEFINED AND CONTROLLING TERMS

- 1.01 **Definitions:** Terms used in this RFP have the meanings indicated in the Contract, the Project Specifications, Special Provisions, and Contract Documents, as applicable. Additional terms used in this RFP have the meanings indicated below:
- A. "Consultants" shall mean the Subconsultants retained by the Respondent for the performance of any of the Services to be provided by the Respondent under the Contract Documents.
 - B. "Firm" shall mean each or any of the individuals, firms, partnerships, joint ventures, corporations or other legal entities submitting their qualifications in response to this RFP.
 - C. "Mountain Line" shall mean the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona.
 - D. "Project" shall mean the Project set forth in Section IV Project Description set forth below.
 - E. "Purchasing Policy" shall mean Mountain Line's Purchasing Policy which governs this procurement and is incorporated in this RFP by this reference.
 - F. "Respondent" shall mean the qualified, licensed person, firm or corporation who furnishes Services under the Contract Documents.
 - G. "Respondent" shall have the same meaning as "Firm."
 - H. "Response" or "Submittal" shall mean the Response.
 - I. "Response" shall mean a response submitted in response to this RFP.
 - J. "Services" shall mean any and all services to be provided under the Contract Documents and may include, but not be limited to: DCC Audio Visual Equipment and Installation, and any and all other services required for the full, professional, and timely performance by the Respondent and its Consultants.
 - K. "Site" shall mean the physical location where the Project is located and any ancillary or adjacent areas to be utilized by Respondent and/or Mountain Line in relation to the Project.

INSTRUCTION 2: MINIMUM REQUIREMENTS OF RESPONDENTS

- 2.01 Professional License/Certification/Registration: All individual architects, engineers, Consultants and other professionals engaged in providing Services for Mountain Line shall be licensed shall be licensed or certified by and/or registered with the State of Arizona as required pursuant to A.R.S. § 32-121, *et seq.*, for the types of work included in Services to be rendered by them related to the Project that is the subject of this RFP, and each Respondent must certify its compliance by completing, signing and returning the form provided as **Exhibit A, Attachment 5** hereto.
- 2.02 Insurance: Respondent must have or obtain within the time period set by Mountain Line the Insurance coverages and certifications and fully comply with the insurance requirements set forth in **Exhibit A, Attachment 19** to this RFP.
- 2.03 Failure to Meet Minimum Requirements: Any violation or failure to meet the requirements of this Instruction II may, at the sole option of Mountain Line, cause a Response to be considered non-responsive and/or the Respondent being deemed non-responsible resulting in the rejection of the Response, and may result in cancellation or termination of the resultant Contract if discovered after the Contract has been awarded.

INSTRUCTION 3: ACCEPTANCE OF CONTRACT DOCUMENTS

- 3.01 Mountain Line Standard Contract: Mountain Line has developed standard forms of Professional Services Contracts and Task Orders, which can be found on our website at <https://mountainline.az.gov/services-programs/purchasing/>. If selected, as the Respondent for this Project, a Respondent agrees to execute this form of Contract Documents. Provisions in a Response that conflict with, and/or exceptions to, and/or requests for changes in, Mountain Line's contract terms, Special Conditions, Exhibits and/or other Contract Documents may result in a Response being considered nonresponsive and rejected. By submitting a Response, Respondent also acknowledges its understanding and agreement that Mountain Line may make changes in the standard form of contract documents and that therefore the form of contract documents presented to the successful Respondent may be different from the form of contract documents referenced above, in which case the successful Respondent will be given the opportunity to review the changes.
- 3.02 Contract Documents: The Contract Documents may include, without limitation, this RFP, any addenda to this RFP issued by Mountain Line, the Response of the successful Respondent, Mountain Line General Conditions, Task Orders and such other terms as Mountain Line determines are in its best interest and appropriate for the Project.
- 3.03 Prior Contracts Not Applicable: Any previous agreements, contracts, or other documents, which have been executed between the Respondent and Mountain Line, if any, are not applicable to this RFP or any resultant contract.

INSTRUCTION 4: RESPONDENTS' PRE-SUBMITTAL OBLIGATIONS AND REPRESENTATIONS

- 4.01 Respondent's Obligations: It is the responsibility of each Respondent before submitting a Response to:
- A. Examine and carefully study the RFP, and any data and reference items identified in the Bidding Documents;

- B. Become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Services;
- C. Consider the information known to Respondent itself; information commonly known to businesses performing like Services doing business in the community of the Project; information and observations obtained from visits to the community; the RFP; and to consider: (1) the cost, progress, and performance of the Services; (2) the means, methods, techniques, sequences, and procedures to be employed by Respondent; and (3) safety precautions and programs.
- D. Become aware of the general nature of the Services to be performed by Respondent and others on the Project that relates to the Services as indicated in the RFP;
- E. Promptly give Mountain Line written notice of all conflicts, errors, ambiguities, or discrepancies that Respondent discovers in the RFP and confirm that the written resolution thereof by Mountain Line is acceptable to Respondent; and
- F. Determine that the RFP is generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Services.

4.02 Respondent's Representations: By signing and submitting its Response, Respondent represents, certifies and agrees that:

- A. Respondent has complied with every requirement of this Instruction and the RFP;
- B. The submission of the Response did not involve collusion or other anti-competitive practices;
- C. The Respondent shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246;
- D. The Respondent has not given or offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted Response;
- E. Failure to sign the Response, or the falsity of a statement in a signed Response, shall void the submitted Response or any resulting contracts, and the Respondent may be disqualified;
- F. The Respondent is current in all obligations due to Mountain Line, if any;
- G. Based on the information and observations referred to in the preceding Instruction 4.01, that at the time of submitting its Response no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Response and that Respondent has the financial, bonding (if required), technical and resource capacity and capability to fully and timely perform the scope of services in accordance with the other terms and conditions of the RFP and the Contract Documents; and,
- H. There will be no subsequent financial or time adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

INSTRUCTION 5: PREPARATION OF RESPONSE

- 5.01 All Responses shall include all of the information, documents, Attachments, and other items set forth in Section VI Response Contents below, fully completed. In the case of any conflict between this Instruction 5 and the requirements set forth in Section VI shall control.
- 5.02 Responses should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Response must display clearly and accurately the capability, knowledge, experience, and capacity of the Firm to meet all of the requirements of this RFP including those set forth in Section V Scope of Services and respond to the evaluation criteria in Section VII Evaluation of this RFP.
- 5.03 All Responses must not exceed 18 pages in length (exclusive of resumes, attachments and letters of recommendation) unless a different page limitation is set forth in Section VI Response Contents below. No oral, telegraphic, electronic, facsimile, or telephonic modifications to the Response will be considered.
- 5.04 The Respondent shall clearly identify any/all exceptions to the RFP specifications or contract terms in **Exhibit A, Attachment 22**. This is the only means for a Respondent to identify any/all exceptions to the specifications in this RFP and/or Mountain Line's standard Contract terms. Exceptions raised at a later time, or in any other location in the Response, will not be considered in any negotiations. Respondents may review the Contract at: <https://mountainline.az.gov/services-programs/purchasing/>. Exceptions to Mountain Line's standard Contract terms and/or the terms of this RFP may, in Mountain Line's sole discretion, be basis for the Response to be rejected as nonresponsive.
- 5.05 Public Record/Confidential Information:
- A. All Responses submitted in response to this RFP, whether or not accepted by Mountain Line, shall become a matter of public record available for review, subsequent to the award notification, in accordance with Mountain Line's Procurement Policy.
 - B. If a person believes that a response, offer, specification, or protest contains information that should be withheld as proprietary or confidential, a statement advising Mountain Line of this fact shall accompany the submission and the information shall be identified in **Exhibit A, Attachment 7**.
 - C. The information identified by the person as confidential shall not be disclosed until Mountain Line makes a written determination whether the information must be disclosed under Arizona law. If Mountain Line determines that the information must be disclosed, Mountain Line will provide the Respondent with notice of such fact, and that the Respondent has five (5) days within which to file a legal action protesting the planned disclosure. If no legal action is taken within the time specified, Mountain Line will disclose the information and will not be responsible for any claims or losses arising from or related to such disclosure.
- 5.06 The Response shall be submitted with an original ink or electronic signature by a person authorized to sign the offer. If the Respondent is a corporation or other legal entity, the Response must be signed in the legal name of the corporation followed by the name of the state of incorporation or organization and the legal signature of an officer or other person authorized to bind the corporation or other legal entity to a contract. Unsigned Responses will be considered nonresponsive and will be rejected.
- 5.07 Periods of time, stated as number of days, shall be calendar days.

- 5.08 Erasures, interlineations, or other modifications in the Response shall be initialed by the authorized person signing the Response. No Response shall be altered, amended, or withdrawn after the specified due date and time.
- 5.09 Mountain Line shall not reimburse the cost of developing, presenting, submitting or providing any Response to this solicitation, or any other costs or expenses of any Respondent.

INSTRUCTION 6: ERRORS, INQUIRIES AND ADDENDA

- 6.01 It is the responsibility of all Respondents to examine the entire RFP package and seek clarification of any item or requirement and to check all responses for accuracy before submitting a Response. Negligence or errors in preparing a Response confers no right of withdrawal or correction after Response due date and time.
- 6.02 Should a Respondent find any ambiguity, conflict, inconsistency, omission or other error in the RFP or should the Respondent be in doubt as to its meaning, he or she shall at once notify the contact person listed on page 2 of this RFP, via email only, and ask that the RFP be clarified or modified. If prior to the date fixed for submission of Responses, a Respondent knows of or should have known of an error in the RFP, but fails to notify Mountain Line of the error, the Respondent shall bid at its own risk, and if awarded the contract shall not be entitled to additional compensation or time by reason of the error or its later correction.
- 6.03 All questions regarding the contents of this solicitation and the solicitation process (including requests for ADA accommodations), shall be directed to the contact person listed, via email only, and shall be submitted no later than the stated deadline for submitting questions on page 2 of this RFP. Questions improperly submitted and/or received by Mountain Line after the deadline will not be answered.
- 6.04 Answers to the written questions or requests for clarification or modification of the RFP submitted by Respondents, as well as any other changes to the RFP, will be provided in a timely manner in the form of FAQ or Addenda via Mountain Line Procurement website: <https://mountainline.az.gov/services-programs/purchasing/>.
- 6.05 Any correspondence related to the RFP should refer to the appropriate RFP number and title, page and paragraph number. However, the Respondent shall not place the RFP number and title on the outside of any envelope containing questions since such an envelope may be identified as a sealed Response and may not be opened until after the official RFP due date and time.
- 6.06 It is each Respondent's obligation to assure that it has received and reviewed all Addenda issued. Each Respondent shall acknowledge receipt of Addenda by completing, signing and including **Exhibit A, Attachment 2** in the Response. Failure by a Respondent to acknowledge receipt of all Addenda may result in that Respondent's Response being deemed non-responsive and possibly rejected. Addenda acknowledgement returned to Mountain Line separately from a Response will not be accepted.
- 6.07 In order to obtain information and/or register for this RFP, a Respondent must register as a vendor at <https://mountainline.az.gov/services-programs/purchasing/>.

INSTRUCTION 7: RESPONSE SUBMITTAL, DUE DATE AND TIME

Electronic Bid Submittal: Each Response shall be submitted at the email address listed on page as set forth on Page 2 of this RFP via email with the RFP name, RFP number, and Respondent's name and address clearly indicated in the subject line.

- 7.01 Respondents must submit their Response to Mountain Line Purchasing Department by the Due Date and Time and at the email address listed on page 2 of this RFP. Responses will be accepted by Mountain Line during normal business hours until the Due Date and Time specified.
- 7.02 It is the responsibility of the Respondent to ensure on-time delivery of the Response to the address listed on page 1 of this RFP. Late Responses shall not be considered under any circumstances.
- 7.03 Any Response or other Response received after the Response Due Date and Time will be rejected as non-responsive and returned to the sending Respondent unopened.

INSTRUCTION 8: WITHDRAWAL OF RESPONSE

At any time prior to the specified Response Due Date and Time, a Respondent may withdraw the Response in person or by submitting a request in writing or via email to the contact person whose name appears on page 2 of this RFP. Any request to withdraw a Response must be made by a duly authorized representative of the Respondent. Respondent is responsible for making arrangements and paying any and all expenses associated with the return of the Response.

INSTRUCTION 9: RESPONSE OPENING

Responses shall be opened at the time and place stated in this RFP. The name of each Respondent shall be publicly read and recorded in the presence of a witness. All other information received in response to this RFP shall be shown only to Mountain Line personnel having legitimate interest in the evaluation process. After award of the contract, the successful Responses and the evaluation documentation shall be open for public inspection.

INSTRUCTION 10: MOUNTAIN LINE RESERVED RIGHTS

Notwithstanding any other provision of this RFP, Mountain Line expressly reserves the right to:

- A. Extend the date by which Responses are due;
- B. Withhold the award or cancel this RFP for any reason Mountain Line determines;
- C. Reject any or all Responses, in whole or in part;
- D. Waive any immaterial defect, irregularity, or informality in any Response;
- E. Reissue an RFP;
- F. Unless the Respondent states otherwise, award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to Mountain Line. If a Respondent's Response is an "all or nothing" offer, it must be expressly so indicated in the Response; and/or
- G. Exercise any and/or all other rights available to Mountain Line under the terms of the RFP, the Purchasing Policy, at law, or in equity.

INSTRUCTION 11: ADDITIONAL PROHIBITIONS AND RESTRICTIONS

- 11.01 No person, firm, partnership, joint venture, corporation, or other legal entity shall be permitted to submit more than one (1) Response for the same Project. A person, firm, partnership, joint venture, corporation, or other legal entity that has submitted a sub-consultant Response to a Respondent is disqualified from submitting a Response for the Project as a Respondent. A person, firm, partnership, joint venture, corporation, or other legal entity shall be allowed to submit a sub-consultant Response to more than one (1) Respondent.
- 11.02 Respondents shall not submit to, or communicate in any way with Mountain Line regarding, information prohibited from consideration by applicable Arizona or Federal law. Accordingly, any Response that contains any information of this type will be deemed nonresponsive, will not be considered and the Response will be returned to the Respondent. This exclusion of information applies to the Response, to any interview and to all other aspects of the RFP competition.
- 11.03 Respondents and members of their teams shall not communicate concerning this RFP with the Respondent for this project, Mountain Line' Project Executive, any Mountain Line Consultant or Program Manager, Selection Committee members, or employees of Mountain Line, except as stipulated in Inquiries and Addenda above. A Respondent's failure to abide by this requirement may result in rejection of a Response.
- 11.04 With regard to any violation of any of the provisions of this Instruction 11, Mountain Line expressly reserves the right to pursue any and all remedies available to it under Mountain Line's Purchasing Policy, at law or in equity, including, but not limited to, the following:
- A. Any violation of this Section discovered before an award of the resultant contract may, in Mountain Line's sole discretion, subject a Respondent to a warning letter, rejection of its Response, or disbarment, depending on the nature of the violation.
 - B. If a violation of this Section is discovered after the resultant contract has been awarded, Mountain Line may, by written notice to the Respondent, cancel the resultant contract. In the event Mountain Line cancels the resultant contract pursuant to this provision, Mountain Line shall be entitled, in addition to any and all other available rights and remedies, to withhold or recover from the Respondent the amount of any gratuity provided and any and all incidental and/or consequential damages incurred by Mountain Line as a result of the violation.

INSTRUCTION 12: ACCEPTANCE PERIOD

- 12.01 In order to allow for an adequate evaluation, Mountain Line requires all Responses to be valid and irrevocable for one hundred and eighty (180) days after the opening time and date and each Respondent agrees that it will hold open its Response for such period.
- 12.02 No contract or agreement, expressed or implied, shall exist between Mountain Line and any Respondent, or be binding on Mountain Line, before formal approval by Mountain Line Board and the execution of the resulting written contract by both parties.
- 12.03 If agreement on the terms of a resultant Contract cannot be reached after a period deemed reasonable by Mountain Line in its sole discretion, Mountain Line may negotiate and enter a Contract with any other Respondent who submitted a timely and responsive Response to this RFP, as provided by law.

INSTRUCTION 13: EVALUATION

Evaluation of timely and responsive Responses submitted by responsible Respondents shall be based upon the evaluation process and criteria set forth in Section VII to this RFP.

INSTRUCTION 14: PROTESTS

Mountain Line believes that it can best maintain its reputation for treating firms, Respondents, etc., in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If a Respondent believes that Mountain Line has fallen short of these goals, it may submit a written protest pursuant to Mountain Line's Purchasing Policy, which is available at: <https://mountainline.az.gov/services-programs/purchasing/>.

INSTRUCTION 15: COOPERATIVE PURCHASING AGREEMENTS

- 15.01 An award of contract resulting from this RFP may be extended for use to other municipalities and government agencies of the state. Any such usage by other municipalities and government agencies must be in accordance with the ordinance, charter and/or rules and regulations of the respective political entity. Any public agencies not identified within this RFP who wish to cooperatively use the contract are subject to the approval of Proposer.
- 15.02 Mountain Line is also a member of S.A.V.E. (Strategic Alliance for Volume Expenditures), which consists of numerous municipalities, counties, universities, colleges, schools, cities, and other Arizona State agencies. These cooperatives are achieved through Intergovernmental Agreements (IGA) in accordance with provisions allowed by A.R.S. § 11-952 and § 41-2632. The IGAs permit purchases of material, equipment, and services from proposers at the prices, terms and conditions contained in contracts originated between any and all of these agencies and a successful Respondent.

SECTION IV – PROJECT DESCRIPTION

DCC Audio Visual Equipment and Installation

SECTION V – SCOPE OF SERVICES

Executive Summary

The Audio-Visual Contractor (AVC) shall provide audio visual solutions for the following locations at Mountain Line's new Downtown Connection Center (DCC) building:

- Community Room 108
- Wellness 120
- Dispatch 121
- Driver's Lounge 136
- Small Conference Rooms 204 & 214
- Huddle Room 208
- GM Office 210
- Break Room 236

Community Room 108

Functionality

Features presentation, MS Teams video conferencing, and BYOD conferencing used for Board Meetings, Training sessions, or rental conference room. Sources include an HDMI and USB laptop input plate at the front of the room, a dedicated in-rack PC (owner-furnished), and the MS Teams UC-Engine for conferencing. Guest laptops may also wirelessly share via MS Teams.

Two (2) floor boxes shall have an HDMI input that each connects to a display in the room. Floor boxes are provided and installed.

Two (2) pan-tilt-zoom cameras shall capture the audience and the presenter, respectively. Ceiling microphones shall capture participant voices to send to the far end of a conference call.

A podium has been specified for the room. A gooseneck podium microphone shall be used for both video conferencing and voice lift within the room. A confidence monitor shall also be installed on the podium.

BYOD conferencing allows a guest laptop to use cameras, microphones, and speakers within the room and launch their own PC-based video conferencing software from their laptop. In this room, conferencing is also available via the rack mounted PC.

Images shall be displayed on dual 98-inch LCD displays wall mounted in a side-by-side configuration.

One (1) Bluetooth wall plate shall be included for connecting guest devices for background music within the room.

Program and far end audio shall be from an amplified pendant speaker system.

One (1) wall mounted touch panel at the front of the room shall provide a native MS Teams video conferencing environment and a flip-page for room controls such as video source selection and routing, audio source selection, mic muting, camera controls, and volume control.

Preferred Option: A remote virtual control panel for operators to control the room from a PC, tablet, or cell phone.

Equipment shall reside in an equipment rack located in a locked closet within the room.

Media Sources

- One (1) HDMI wall plate transmitter and (1) USB wall plate transmitter for guest laptops.
- Example product details: 4k60 4:4:4 Transmitter for HDMI, RS-232, and IR signal extension over CATX cable.
- Example product details: USB over twisted pair 1-gang wall plate extender, USB 1.1, 2.0 & USB over category cable extender, remote. USB 1.1 & 2.0 compatible.
- One (1) small form-factor PC located in the equipment rack.
- Example product details: Small form factor PC mounted in the equipment rack (owner-provided).
- Example product details: USB over category extender, local.
- One (1) MS Teams UC-Engine video conference system located in the equipment rack.
- Example product details: flex video conference system integrator kit with touch panel for video conferencing.
- Two (2) **owner-furnished** floor boxes.
- Example product details: HDMI cabling to displays.

Podium

A podium will be provided with a gooseneck microphone and a confidence monitor/display connected at minimum to the MS Teams system and rack mounted PC.

Example product details: laminate lectern, angled work surface, custom color selection. Small monitor, with HDMI cabling or wireless connection.

USB Conferencing System

- One (1) USB pan-tilt-zoom camera, wall mounted to capture the audience.
- One (1) USB pan-tilt-zoom camera, ceiling mounted to capture the presenter.
- Example product details: 1080P USB 3.1/2.0 PTZ camera with 12X optical zoom & USB over twisted pair extender.

Switchers/Scalers

One (1) HDMI 8x8 matrix switcher will enable selection and routing of the video and audio sources. Video from the switcher will be sent via shielded CAT6a cable to HDMI receivers located at each display. Audio signals will be sent to the Digital Signal Processor (DSP) for additional processing and routing.

Example product details: 8x8 4K60 4:4:4 HDR AV switcher: dual audio outputs, controllable via front panel or ethernet.

One (1) USB switch shall allow the camera and microphone to be available for dedicated MS Teams conferencing, or BYOD conferencing from a guest laptop, or BYOD conferencing from the dedicated in-rack PC.

Example product details: USB and HDMI camera selector, selects between USB and HDMI sources, outputs to a USB 3.0 and HDMI connection, control over push-buttons, LAN and RS-232.

Display System

- Two (2) 98-inch 4K UHD LCD displays shall be installed on tilting wall mounts in a side-by-side configuration.
- Example product details: 98-inch 4K UHD Display, 3840 x 2160, HDMI IN X 2, USB-C X 1, HDMI OUT X 1, W/ RS232, USB 2.0 X 1, USB 3.0 X1, Speaker 10W X 2, RJ45 X 1, black.

Audio System

- One (1) Bluetooth wall plate transmitter
- Example product details: wall-mounted Bluetooth audio format-a interface
- One (1) gooseneck microphone at the podium shall be installed for voice reinforcement and conferencing calls.
- Example product details: gooseneck cardioid condenser microphone with shock and flange mounts and mute switch.
- Six (6) pendant ceiling beam tracking microphones shall be installed to capture participant voices to send to the far end of a conference call.
- Example product details: AVB beamtracking ceiling microphone & expansion AVB beamtracking ceiling microphone.

One (1) digital signal processor (DSP) will process and route all microphone and program audio inputs. The onboard Acoustic Echo Cancellation (AEC) will enable local audio sources to be sent to the far side of the conference call. AEC inhibits echo from being created for superior conference call sound.

Example product details: Digital signal processor with I/O server, 12 analog inputs, 8 analog outputs, 8 channels of configurable USB audio, acoustic echo cancellation on all 12 inputs and 128x128 channels of AVB. USB audio transport expander with POE+.

An amplified pendant speaker system shall be installed to provide consistent audio distribution throughout the room.

Example product details: 4-channel x 350 watt @ 4 Ohms, 8 Ohms, 70V and 100V per channel internal DSP w/ crossovers, IOT device built in wifi hotspot, wifi or fast ethernet connectivity

Control System

One (1) wall-mounted touch panel shall provide a native MS Teams video conferencing environment, and a programmed button will allow the panel to change interface page on panel to audio visual room control. The touch panel will be programmed to provide an intuitive and simple to use interface for control of the audio-visual system including:

Example product details: 4-series control system with ethernet, 3 com ports, 8 IR ports, 8 relays, and 2 LAN ports. Power supply included.

- Display power
- Video Source selection and routing
- Audio Source selection
- MS Teams Video Conferencing dialing and termination
- Camera pan-tilt-zoom controls.
- Microphone and program audio volume control

Equipment Rack

A 27RU or larger equipment rack with casters will house all rack-mounted A/V gear. The equipment rack will be dressed, labeled, tested, and finished to ensure the integrity of the A/V system.

Example product details: 27-space (or more) portable rolling equipment rack.

Wellness 120

Functionality

Features a tilting wall mount for future display.

Display System

- One (1) new tilting wall mount for a future display will be installed.
- Example product details: Large height micro adjustable tilting flat panel mount. The OFE display to be 40"-65".

Dispatch 121

Functionality

Features one (1) owner furnished workstation with one (1) owner furnished PC with five HDMI outputs and three (3) owner furnished PC monitors. Workstation HDMI outputs shall be connected to two (2) 50-inch LCD displays installed throughout the room. Each HDMI output will only be shown on the display to which it is connected.

Media Sources

- One (1) **owner furnished** PCs at workstations each with (5) HDMI outputs.
- Example product details: HDMI cabling to the two (2) displays.

Display System

- Two (2) 50-inch LCD displays shall be installed on tilting wall mounts.
- Example product details: 50-inch 4K UHD Display with HDMI input and built-in scheduler and embedded speakers & large height micro adjustable tilting flat panel mount.

Control System

The displays shall be controlled by the OEM remote.

Driver's Lounge 136

Functionality

- Features one (1) 50-inch wall mounted LCD display on a tilting wall mount.

Display System

- One (1) 50-inch 4K UHD LCD display shall be installed on tilting wall mount.
- Example product details: 50-inch 4K UHD Display with HDMI inputs and built-in scheduler and embedded speakers & large height micro adjustable tilting flat panel mount.

Small Conference Room 204, 214 (typical of 2)

Functionality

Features BYOD conferencing via an HDMI and USB connection at the table. A wall mounted video conferencing bar with built-in camera, microphone array and speakers shall capture participants to send to the far end of a conference call.

Images shall be shown on a single 65-inch display on a tilting wall mount.

Displays shall power on or off via the OEM remote.

Media Sources

- One (1) **owner furnished** table box with one (1) HDMI input and one (1) USB input for guest laptops for presenting or BYOD conferencing.
- Example product details: HDMI and USB cabling to table.

USB Conferencing System

- One (1) all-in-one video conferencing bar with built-in camera, microphone array, and speakers to capture the audience.
- Example product details: conferencing speakerphone and camera that interfaces with any computer via USB. Woofers are two (2) 3" polypropylene cone w/ rubber surround, tweeters are two (2) 1" polyester dome, internal amplifier is 20 W RMS per channel, stereo. Microphones are linear quad-element far-field adaptive beamforming microphone array. Camera is 12-megapixel image sensor, 4x lossless digital zoom, pan, and tilt.

Display System

- One (1) 65-inch 4K UHD LCD display shall be installed on tilting wall mount.
- Product details: 65-inch 4K UHD Display with HDMI inputs and built-in scheduler and embedded speakers & large height micro adjustable tilting flat panel mount.

Audio System

- Far end audio shall be from the video conferencing bar.

Control System

- Control to be from OEM display remote.

Huddle Room 208

Functionality

Features BYOD conferencing via an HDMI and USB connection at the table. A wall mounted video conferencing bar with built-in camera, microphone array and speakers shall capture participants to send to the far end of a conference call.

Images shall be shown on a single 55-inch display on a tilting wall mount.

Displays shall power on or off via the OEM remote.

Media Sources

- One (1) **owner furnished** table box with one (1) HDMI input and one (1) USB input for guest laptops for presenting or BYOD conferencing.
- Example product details: HDMI and USB cabling to table

USB Conferencing System

- One (1) all-in-one video conferencing bar with built-in camera, microphone array, and speakers to capture the audience.
- Example product details: conferencing speakerphone and camera that interfaces with any computer via USB. Woofers are two (2) 3" polypropylene cone w/ rubber surround, tweeters are two (2) 1" polyester dome, internal amplifier is 20 W RMS per channel, stereo. Microphones are linear quad-element far-field adaptive beamforming microphone array. Camera is 12-megapixel image sensor, 4x lossless digital zoom, pan, and tilt.
-

Display System

- One (1) 55-inch 4K UHD LCD display shall be installed on tilting wall mount.
- Example product details: 55-inch 4K UHD Display with HDMI inputs and built-in scheduler and embedded speakers & large height micro adjustable tilting flat panel mount.

Audio System

- Far end audio shall be from the video conferencing bar.

Control System

- Control to be from OEM display remote.

GM Office 210

Functionality

Features a tilting wall mount for future display.

Display System

- One (1) new tilting wall mount for a future display will be installed.
- Example product details: Large height micro adjustable tilting flat panel mount. The OFE display to be 40"-65".

Break Room 236

Functionality

Features one (1) 50-inch wall mounted LCD display with an owner-provided source.

Media Sources

- An owner-provided source shall be provided and installed.

Display System

- One (1) 50-inch LCD displays shall be installed on tilting wall mounts.
- Example product details: 50-inch 4K UHD Display with HDMI inputs and built-in scheduler and embedded speakers & large height micro adjustable tilting flat panel mount.

Control System

The display shall power on and off via the OEM remote.

General Existing Conditions & Assumptions

Assumptions:

- All audio-visual equipment shall be on Mountain Line's network on a dedicated audio-visual VLAN.

SECTION VI – RESPONSE CONTENTS

1. Required Response Contents in addition to Attachments: The Response shall include:

- A. A transmittal/cover letter (not included in page count) that introduces the Firm, confirms that all elements of the RFP have been read and understood, and summarizes your interest in the work. The transmittal letter shall be one-page maximum and signed by an individual authorized to bind the Firm contractually. Acknowledgement that the firm is agreeable to engaging with Mountain Line and has read and accepted the contractual language indicated in Mountain Line professional consultant agreement.
- B. Executive Summary (included in page count of 18 pages) providing a summary illustrating the team's capabilities, experience with similar projects, qualifications, and unique attributes.
- C. Relevant Experience and Performance (included in page count). Provide no more than five (5) examples of similar projects for transit systems of similar size and scope completed in the last five years. For each comparable project identified, provide:
 1. Description of project including, but not limited to unique aspects/learnings/creative outcomes and relevance to Mountain Line Project
 2. Project duration
 3. Role of the Respondent and Deliverables
 4. Respondent's partnering efforts and successes
 5. Owner's reference information (name, title, telephone number and email)
- D. Project Team: Qualifications and experience of the individuals directly involved with the project.
 1. Provide an overview of the team (included in page count) that includes:
 - a. A general description of the Respondent and/ or Team, including the Legal Organization of the proposed team.

- b. Summaries of the key skills and contributions of each team member to this work. Explain the role of all anticipated professional disciplines that you will require during the duration of this project.
 - c. Home office locations of key staff, length of time with Respondent.
 - d. A description of how the Respondent will ensure that a qualified team would be continuously available and managed for the duration of this project.
 - e. Documentation of where individuals on the proposed project team for this project have successfully worked together previously in completing the projects described in the Relevant Experience section.
 2. Provide an organization chart, including any consultants one (1) page (included in page count)
 3. Provide key staff one (1) page resumes (not included in page count)
 4. Identify any contract or subcontract held by the Respondent or officers of the Respondent, which has been terminated within the last five years. Identify any claims arising from a contract resulting in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - E. Project Approach (included in page count).
 1. Describe:
 - a. The Team's philosophy and approach to the project
 - b. How the team will approach this initiative
 - c. Any significant challenges the Team would anticipate in delivery of this project
 - d. Any innovation or best practices that could be implemented to improve the deliverables or approach for Mountain Line in the future
 - e. The Team's competitive advantages and why they would be the best team to partner with Mountain Line on this high priority project
 2. Provide a high-level work plan that shows inputs/outputs, milestones, method of documentation and data reporting, along with a listing of the Respondents' Deliverables.
 - F. Index tabs may contain photographs if there is no other identifying information contained thereon with respect to the photographs. If any photographs are included and identifiable as to their respective project the index tabs will be counted as a page and included in the page count.
2. **Other Forms/Attachments:** All other forms and attachments provided are for reference only and do not need to be included in the Response.

SECTION VII – EVALUATION

1. Most Advantageous to Mountain Line: Pursuant to Mountain Line Purchasing Policy, evaluation of Responses and award of the Contract will be made with reasonable promptness to the Respondent whose Response best conforms to the Scope of Services and will be most advantageous to Mountain Line with respect to price, qualifications, conformity to Scope of Services and other factors.

2. Mandatory Compliance: This is a compliance section and carries no evaluation points. Respondents must meet minimum criteria as specified to receive further consideration.

A. Professional Standing

- 1) The Arizona Corporation Commission shall properly have certified the Respondent for corporation and limited liability companies.
- 2) The lead professional must be properly registered, licensed and certified at the time of submission, if required.
- 3) The Respondent must have been in continuous business for a minimum of five years.

B. Financial Stability

1. Respondents must demonstrate the availability of resources and financial capability required to complete the Services.
2. Copies of audited financial statements are not required with the Submittal. Prior to the final selection, Mountain Line reserves the right to require a Respondent to provide a copy of the Respondent's financial statements for the previous two fiscal years.
3. Mountain Line reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any Respondent submitting a Response.

3. Evaluation Criteria for Responses and Scoring: This is an evaluation section which establishes criteria and the associated total potential points for each category.

Max points * Quality Level = Score

Evaluation Factors	Max Points	Quality Level	Score
Ease of use of the user interface	20		
Meets all or some of the preferred options	20		
Reliability and durability; product lifespan, warranty period, expected operational life	20		
Scalability and upgradability	20		
Price	10		

Past Performance Survey (3 minimum)	10		
TOTAL POSSIBLE			100

Quality Level will be based on the following scoring method:

Quality Level	Points	Description
Excellent	100%	Meets all requirements.
Good	75%	Meets all requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	50%	Does not meet all requirements; strengths and weaknesses do not offset one another equally.
Poor	25%	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum needs.

4. Response Evaluation Process:

- A. Selection Committee: An appropriately qualified Selection Committee shall evaluate the responses and performance data that are submitted in response to the RFP for the proposed contract.
- 1) The Selection Committee will evaluate the Responses submitted in response to this RFP. The evaluation will be to determine the qualifications of each Respondent to perform the Services under this RFP based on the selection criteria listed herein.
 - 2) In making its determination, the Selection Committee will evaluate the Response, client references, interviews (for Respondents on the short-list only), and additional information received or obtained by the Selection Committee. The Committee may request or obtain additional information at any time during the selection process through interviews, presentations, correspondence, and visitation of completed projects or otherwise.
 - 3) During the selection process, Mountain Line will evaluate each Response to determine which Respondent (if any) is best qualified to perform the required Services and can provide the experience specified in this RFP.
- B. Short List: In order of preference, based on criteria established by the Selection Committee and included in the RFP, a short list of no more than three (3) Respondents deemed to be the most qualified to provide the Services by the Selection Committee will be established. Notwithstanding the presumptive limit of three (3) Respondents on the short list, in the event that the scores for more than three of the highest scoring Responses are within ten percent (10%) of one another, the short list will be comprised of all such Respondents.
- C. Team Oral Presentation/Interview: The Selection Committee will interview each Respondent on the short list so that they may present their credentials, comparable past work, and any ideas they wish to share with the Selection Committee.

- 1) A letter invitation will be sent via email to each interviewed Respondent with the specific evaluation and scoring criteria along with the time, date and location of the interview; Respondents who are invited to attend the interview will not be given access to the conference room prior to the interview.
 - 2) The order in which the Respondents appear before the Selection Committee will be determined by lottery.
 - 3) The team will have thirty (30) minutes to present to the Selection Committee their firm's qualifications. The roundtable discussion will last sixty (60) minutes for questions and discussion between the Committee and the Respondent. It is the responsibility of the Selection Committee to develop an agenda for this part of the interview. The time limits will be strictly enforced.
 - 4) No more than six (6) representatives of the Respondent's team may be present (this includes presentation operators if needed). The prospective key personnel for the Project must be present. Only the individuals proposed for the project team are allowed. Individuals other than the project team will not be allowed in the interviews; absolutely no exceptions.
- D. Shortlisted Respondents Evaluation: The Evaluation Committee will evaluate finalist Respondents after the oral presentations/interviews based on the criteria described below. Mountain Line reserves the right to request additional information from Respondents prior to final selection, and to consider information about the Respondents other than that submitted in the Response.
- 1) Finalist Respondents Team Interview (Maximum 40 Points): Mountain Line may provide interview questions in advance to Respondents. Mountain Line' Selection Committee will evaluate interviews based on the team's responses to questions, ability to effectively communicate, and the Committee's assessment of the team's ability to work successfully with each other and Mountain Line staff. Mountain Line may also ask Respondents to submit written responses to some questions in advance of the interviews.
 - 2) Strategic Fit (Maximum 60 Points): Mountain Line will evaluate proposed solutions based on overall best fit with Mountain Line goals and objectives. The Committee will consider solution simplicity, overall alignment with the requirements set forth in the RFP, as well as compliance with contract terms and conditions and any and all additional findings from Mountain Line' due diligence process.
- E. Ranking: After the interviews the Selection Committee will select the three (3) Respondents deemed to be the most qualified to provide the Services stated herein and will rank the three (3) selected Respondents in order of preference.
- F. Negotiation: Mountain Line shall enter into negotiations for a contract with the highest qualified Respondent on the short list for the Services. The negotiations shall include consideration of compensation and other contract terms that Mountain Line determines to be fair and reasonable. In making this decision, Mountain Line shall take into account the estimated value, the scope, the complexity, and the nature of the Services to be rendered.
- 1) If negotiations are successful, Mountain Line will request approval from Mountain Line Board of Directors to execute Mountain Line' standard contract for the Services.
 - 2) If Mountain Line is unable to negotiate a satisfactory agreement with the highest-ranked Respondent, at a price and with terms which Mountain Line determines to be fair and reasonable, negotiations with that Respondent will be formally terminated.
 - 3) Mountain Line may then undertake negotiations with the next highest-ranked Respondent in sequence until an agreement is reached or determine to reject all

Submittals and re-solicit the RFP or use another selection process that Mountain Line deems prudent.

Respondents that are unable to accommodate Mountain Line regarding acceptable fees and/or costs will not be allowed an opportunity to resubmit fees and/or costs once they have been released from negotiations.

5. Notice of Intent to Award: The next step will be for Mountain Line to issue a Notice of Intent to Award, and if applicable notices of the intent not to award at all or to some Respondents. Mountain Line reserves the right to cancel this RFP, to reject any or all Responses, and to waive or decline to waive any irregularities in any submitted Responses, or to withhold the award for any reason it may determine in the best interest of Mountain Line.

6. Delivery of Insurance Policies or Certificates and Execution of Contract Documents: Within ten (10) days of receipt of notice of intent to award, the successful Respondent shall deliver to Mountain Line the required insurance policies or certificates in a form satisfactory to Mountain Line. Policies or Certificates must reference Mountain Line Project Number and Mountain Line Project Name with the original submission and with each and every updated submission thereafter. Failure to do so may result in rejection of the successful Respondent's Response and withdrawal of the Notice of Intent to Award. Promptly after Mountain Line receives satisfactory insurance policies or certificates Mountain Line will deliver to the successful Respondent two (2) duplicated originals of the form of contract documents to be executed by the successful Respondent. The successful Respondent shall execute and return to Mountain Line System all copies of the contract documents within ten (10) days after receipt of the contract documents. Failure to return the executed copies of the contract documents may result in rejection of the successful Respondent's Response and withdrawal of the Notice of Intent to Award.

7. Changes in Respondent Organization: In order for a Respondent to remain qualified for award under this RFP after it has been shortlisted, unless otherwise approved in writing by Mountain Line, the Respondent's organization as identified in its Response must remain intact for the duration of the procurement process. If a Respondent wishes to make changes in the Respondent Team Members or Key Personnel identified in its Response, including, without limitation, additions, deletions, reorganizations and/or role changes, the Respondent shall submit to Mountain Line a written request for approval of the change. Any such request shall be addressed to Mountain Line's designated point-of-contact for this RFP. If a request is made from a Respondent to allow the deletion or role change of any Respondent Team Member or Key Personnel identified in its Response, the Respondent shall submit such information as may be required by Mountain Line to demonstrate that the changed Team Member meets the RFP criteria. Mountain Line is under no obligation to approve such requests and may approve or disapprove an entire request, or any portion of a request, in its sole discretion.

SECTION VII: AWARD

This is a one-step competition. The successful Respondent, if any, will be selected and recommended by the Selection Committee to the appropriate Mountain Line Officer and/or Mountain Line Board of Directors for Award. Any Contract resulting from this RFP will be awarded consistent with the appropriate Mountain Line authority as approved by the Board of Directors, Mountain Line's Purchasing Policy and requirements, and applicable statutes. No contract shall exist until the final written Contract is properly and formally approved for Award and fully executed by the Respondent and the properly authorized Mountain Line signatory.